

DA BOARD FILE PREPARATION CHECKLIST

NAME _____ SSN _____ PHONE _____
Officer Branch Website http://www.la.ngb.army.mil/J1/Officer_Branch.html

____ **OERs – all OERs to current.** With the exception of the 1LT to CPT board, all OERs must be CPT or above. These must be profiled OERs that appear on your PERMS— if not profiled, ensure your unit submits your OER through the chain of command to J1-PO, then allow 3-5 weeks for profile processing once the OERs arrive at NGB.

____ **Highest Military Education Completion Certificate or DA Form 1059** - Ensure that proof of your highest MILED school is in SIDPERS and PERMS – this is usually, but not always a DA 1059

____ **Civilian Education** - College Diploma and Original Transcript – **cannot be issued to student** - with Conferred Degree. Ensure that your degree is reflected in SIDPERS. Ensure items are in PERMS.

____ **Official DA Photo** - If photo is available on DAPMIS (you can view through your AKO), STL will import into officer's DA Board file. Photo should be less than 5 years old and reasonably close on awards and rank. If you don't have one schedule it ASAP as appointments are required. AGR should not wear state awards; ok for T32 or M-day. Info paper regarding photos is available on Officer Branch website above.

____ **Updated DA Form 2-1** – Review and update the entire 2-1. Reviewed date (block 33) should be less than 1 year old **by the board convene date**. Must be verified by officer, **certified by PSNCO or S1 in block 27**, signed by officer and put in PERMS.

____ **PQR** – review your PQR to ensure that all critical data is current. It should mirror your 2-1; updated with all information - current and correct – i.e. **Security Clearance** data, **Physical** data, **APFT** data. Anything not correct must be submitted for update through unit to J1/ SIDPERS. i.e. if your security clearance is out of date you must go through your unit who will coordinate with J2 to request an updated clearance, your physical is scheduled through the unit; once received the unit coordinates with Health Services who inputs the data into MEDPROS which feeds into SIDPERS, etc. Then you must ensure the data gets updated in SIDPERS.

____ **Awards/Decorations** - Award certificates should be entered in PERMS – if not available or destroyed, a DA 638 will suffice for the board. Most important awards for the DA board are achievement-type awards - the AAM/ARCOM and higher awards.

____ **Letters of Appreciation/Commendation** - Must meet criteria of AR 600-9-104. Generally the letter/ certificate must come from a very high level (General Officers for example) to indicate the extraordinary accomplishments.

____ **Letter to the President of the Board** - Optional – but can be completed if items you deem important are not listed above and will not otherwise be included in your board packet. Also used to explain extraordinary circumstances that have prevented you from obtaining required education that you want the board members to consider. Sample on website.

____ **Education Waiver Request** – If you have not met the minimum education required whether CIV ED or MIL ED, you can request an education waiver. This does not waive the education requirement for promotion, it simply allows the board to consider the rest of your file and if approved, you will not be non-selected for this reason. You will still have to meet the education requirement if selected in order to be promoted. Samples of requests are on the website.

____ **Disciplinary Action** (If so directed. No FLAGS will be forwarded with Promotion Packets)

Document submission process: At 60 days prior to the board, HRC extracts all required documents found in the officer's PERMS file to build an initial board file. At 45 days prior to the board NGB sends an email notifying officers and letting them know that the board files are viewable at www.hrc.army.mil (you must have a current GKO password). All documents added within the 45 day window prior to the board must go into PERMS. The officer or unit S1 then sends an email to the Officer Branch Manager listing all the documents that need to be extracted from PERMS and added to the board file. The Officer Branch Manager will then extract the docs from PERMS and forward it to NGB who then send it to HRC to actually upload the document into the board file for viewing. Follow-up is crucial in this process, primarily regarding the officer checking their board file - understanding that there is a 2-week delay from the time the email or document is sent to the Officer Branch before it will show up in the board file. Time is of the essence and the nearer to the board deadline an officer waits to submit their documents, the less likely that all the documents will be extracted from PERMS to be included in your board packet. If you have questions, contact MAJ Green @ (225) 255-8153.